



## BUSINESS OVERSIGHT, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT **CANCELLED**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	BUSINESS OVERSIGHT, DEPARTMENT OF	<b>RELEASE DATE:</b>	Wednesday, November 7, 2007
<b>POSITION TITLE:</b>	Deputy Commissioner, Legislation CEA	<b>FINAL FILING DATE:</b>	Wednesday, November 21, 2007
<b>CEA LEVEL:</b>	CEA 1	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$13,381.00 / Month	<b>BULLETIN ID:</b>	11072007_1

### POSITION DESCRIPTION

Under the administrative direction of the Office of the Commissioner, the Deputy Commissioner, Legislation (CEA) participates in the Department's Executive Committee and communicates, coordinates and provides expert advice and policy guidance to Executive Staff on critical legislative issues that impact the regulation and supervision of the Department of Financial Institutions' (DFI) licensees. The position provides guidance related to legislative development, analysis and implementation. The incumbent formulates legislative policy and protocol to ensure that the objectives of the DFI are met; monitors all legislative bills and amendments affecting the Department; represents the Commissioner in the preparation and analysis of legislation and regulations which implement public policies; assures coordination with licensee and industry trade organizations; provides consultation and technical expertise on legislative proposals, develops recommended positions on legislation for Executive staff, identifying areas of law that may require amending/updating; consults with legal staff to assure proposed legislation represents the policy direction of the Administration; represents the Commissioner to legislators, legislative staff, and Executive branch staff. In addition, the position plays a major role in the formulation of departmental policies, planning and program implementation on all issues relating to State and Federal legislation or proposals affecting DFI programs; appears before the Legislature, legislative committee meetings, and hearings to provide testimony and consultation on proposed legislation. The position represents the Department in various capacities, has responsibility for intergovernmental relations, and participates in special projects for the Chief Deputy and/or the Commissioner.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

**Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

**SPECIAL REQUIREMENTS**

Applicants must meet the following minimum qualifications by the final filing date:

EITHER I: Must be a civil service employee with permanent civil service status.

OR II: Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

OR III: Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

ALSO, APPLICANTS MUST SATISFY THE FOLLOWING MINIMUM QUALIFICATIONS:

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of

action; prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other government settings or in a private organization.)

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity



exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

- Knowledge of the Department of Financial Institutions' programs, mission, values, policies, organizational structure, program functions and program goals.
- Knowledge of the Department of Financial Institutions' licensee application and examination process, policies, and procedures.
- Demonstrated ability to effectively communicate, orally and in writing, in the preparation of legislative proposals, and to provide technical assistance with the drafting of legislation impacting the Department of Financial Institutions.
- Experience in an administrative or executive capacity with responsibility for program administration and policy development relating to legislative issues.
- Extensive working knowledge of the legislative process at both the federal and California State government levels.
- Demonstrated communication and negotiating skills and experience presenting issues before a wide range of audiences, including the State Legislature, a board or similar body.
- Strong management and leadership skills, particularly in the area of policy formulation and development, and the demonstrated ability to facilitate the establishment of priorities.
- Demonstrated ability to work effectively with the public, high level licensee executives, and within the state and federal legislative and executive branches.
- Demonstrated ability to develop cooperative working relationships with representatives of all levels of government and the public, communicate effectively with individuals and in large and small groups, including presentations to stakeholders, departmental executives, State executives and other governmental agencies.
- Knowledge of team development, strategic planning, performance measurement tools, organizational assessment, and ability to observe and learn new trends affecting financial institutions.
- Demonstrated knowledge of California and federal law, regulations, policies and programs including the Government Code, the Financial Code and other applicable laws and regulations.
- Knowledge and understanding of State administrative, legislative, and budgetary procedures, of current management trends, including customer service, business organization and operations, project management and budgeting.
- Knowledge of how technology can support governmental activities.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Commissioner, Legislation CEA**, with the **BUSINESS OVERSIGHT, DEPARTMENT OF**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

Possession of the entrance requirements does not assure a place on the eligible list. If you meet the minimum qualifications stated in this bulletin, you may take this examination, which is competitive.

A minimum rating of 70% must be attained to obtain list eligibility. A screening committee will review applications and Statements of Qualifications (see Filing Instructions). Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination may be used to fill subsequent vacancies in this position if they occur within the next 12 months or a new examination may be scheduled.

The Department of Financial Institutions reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

## **FILING INSTRUCTIONS**

Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

BUSINESS OVERSIGHT, DEPARTMENT OF, human resources  
1810 - 13th Street, Sacramento, CA 95811  
Shereta Alexander | 916-445-2063 | salexander@dfi.ca.gov

## **ADDITIONAL INFORMATION**

The application, resume and Statement of Qualifications must be postmarked or received by 5:00 p.m. on the final filing date. Questions concerning this examination should be directed to Shereta Alexander at 916-445-2063

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list.

Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The BUSINESS OVERSIGHT, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)